Procedure: *Quality Assurance Audits*	
Issue Date: May 5, 2000	**Procedure ID:** *P-QA-070*
Supersedes: **February 28, 2000**	**Rev/Change 2.0**

1. **Purpose:** To provide instructions for performing Quality Assurance audits.

2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.

3. **Responsibility:** Quality Assurance Specialist

4. **Support:** Project Manager, Quality Assurance Manager

5. **Invoked By:**
    Project Quality Assurance   P-QA-020
    Review and Access Progress   P-PM-170

6. **Inputs:** N/A

7. **Outputs:**
    Audit Schedule   S-QA-120
    Process Audit Checklist   S-QA-150
    Audit Report   S-QA-110
    QA Product Audit Report   S-QA-160

8. **Procedures Invoked:**
    Corrective Action   P-QA-090

9. **External Procedures Referenced:** N/A

10. **Procedure Steps:**
    There are three types of audits performed by the QA Specialist during the project life cycle. They are:

    | Process Audits- | Auditing the activity performed to the documented organizational/ tailored process |
    | Project Audits- | Auditing the activity to the documented project specific plan(s) |
    | Product Audits- | Auditing selected process outputs for compliance to standards |

    ?? **Process Audits:**
    a) The QA specialist prepares an Audit Schedule (S-QA-120). (Refer to Note 1 for scheduling guidelines.)
    b) The QA Specialist obtains the QA Managers concurrence on the audit schedule and places the schedule in the QA Notebook.

c) The QA Specialist notifies the Project Manager (or Process Improvement Manager) of the impending audit prior to performing the audit. This notification may be via e-mail or any other appropriate means.

d) The QA Specialist audits the following activities as scheduled to verify compliance to the applicable ASEPH procedures. Audits are conducted using the applicable checklist of S-QA-150. (Note: only those processes applicable to the project's tailored process as defined on the ACOG are audited.)

- ?? Project Planning
- ?? Requirements Management
- ?? Product Engineering
- ?? Peer Reviews
- ?? Quality Assurance (Refer to Note 2)
- ?? Configuration Management
- ?? Project Tracking
- ?? Intergroup Coordination

Organizational Level:

e) Training

f) Process Improvement

g) The QA Specialist evaluates the audit results and issues CAR's (P-QA-090) for all significant deviations. Minor deviations may be corrected through the Action Item system. All deviations and the corrections made must be documented either through the CAR or Action Item system.

h) The QA Specialist reports the audit results to the Project Manager (or Process Improvement Manager). (Refer to Audit Report, S-QA-110.)

i) The QA places the audit report, audit checklist and any associated data in the QA Notebook.

?? **Project Audits:**

a) The QA Specialist performs project audits based upon the project phase and activities performed. The purpose of the audits is to verify that the project activities are conducted in accordance with the planned activities as defined in the project plan(s), for example, QA Plans, CM Plans, Project Management Plans, Test Plans, etc.

b) The audits will be scheduled using the Audit Schedule (S-QA-120). (Refer to Note 1.)

c) The QA Specialist prepares a checklist using the applicable plan. The checklist must define the audit criteria, the audit date, the auditor and the results of the audit.

d) The QA Specialist notifies the Manager of the area to be audited of the impending audit prior to performing the audit. This notification may be via e-mail or any other appropriate means.

e) The QA Specialist conducts the audits using the prepared checklist.

f) The QA Specialist evaluates and reports the audit results as defined in Steps 5, 6 and 7 of the Process Audit section, above.

?? **Product Audits:**

a) The QA Specialist selects products for audit/review during the project life cycle. The audits may be either scheduled or unscheduled. Products selected may be one of the following or any other project specific product:

- Estimates
- Reports
- SDF
- Requirements Document (RTM)
- Peer Review Data

b) The QA Specialist completes a QA Product Audit/Review Report (S-QA-160) for each product reviewed.

c) The QA Specialist records discrepancies on the QA Product Audit/Review form and tracks them to closure. The QA specialist may issue a CAR for significant deficiencies.

d) The QA specialist places the QA Product Audit/Review Report in the QA Notebook with any related data.

11. Notes:

a) The *project level* activities must be conducted for each project at least once during the project life cycle. These audits may be spread out over several time frames as the activities progress. The goal is to have the checklist completed at least once during the project life cycle. Some of the longer projects (over 1 year) may be audited several times at the discretion of the QA Specialist. Each QA Specialist for each project need not audit the *organizational level* activities. They must be coordinated so that at least one audit per year is performed for the organization. Auditing the project for the QA, CM and Project Plan must be done on all projects. Auditing other plans, Test Plans, Installation Plans, etc. will be performed at the discretion of the QA Specialist based on the project scope.

b) Project QA activities must be audited by individuals outside the project, for example, the QA Manager or QA Specialist(s) from another project.